

NAME:

DATE:

Write information needed for your resume.

Example – Teacher Liz

What are your skills? What can you do? Write a list.

I can teach English, Math and Basic Computer skills. I can tutor reading and math. I can cook. I can take care of children. I can help customers buy and sell houses

Where do you work now? Where did you work in the past? Write your work history.

2008 - present: Wake Technical Community College. Raleigh, NC

1989-2020 SAS Institute Inc. Cary, NC

What schools did you attend? Write your schools?

1987-1990: NCSU

Raleigh, NC

1981-1986: Barber Scotia College.

Concord, NC

What are your skills? What can you do? Write a list.

Where do you work now? Where did you work in the past? Write your work history. Start with the job you have now.

What schools did you attend? Write your schools.

